



# **MHSAA COACHES GUIDE 2011-2012**



# **COACHES ARE EDUCATORS!**

High school athletics plays an integral part in the student athlete's life. Positive participation in co-curricular activities can lead to success in later endeavours outside of sport. The Manitoba High Schools Athletic Association believes that a properly run school athletic program will develop productive and healthy members of society. In order to do so, coaches have to remember that the goal of school athletics is not winning championships, or developing professional and collegiate players. The purpose is to provide student athletes with the opportunity to learn skills, keep healthy, and become productive members of society.

If coaches put too much emphasis on winning, then the educational aspect of school athletics may be lost. The MHSAA believes that athletics are "The Other Half of Education!". For this to remain true, coaches have to consider the educational goals they have for their programs. Many values can be taught indirectly to student athletes through athletics including teamwork, citizenship, respect, commitment, loyalty, integrity, and sportsmanship, just to name a few. All these values will help students be successful in life off the court and in the work place. In order for positive experiences to occur within an athletic program, coaches must be true to their educational values and have the same high expectations for their athletes. They must strategically plan to teach educational values as well as specific sport skills to the students in a consistent, caring, and positive manner.

Remember, most students do not participate in school athletics to win, they participate for fun, to be with peers, to achieve goals, etc. Students remember and appreciate those coaches who are fair, who cared about the athletes, respected everyone on the team, communicated well with the players, and are positive, rather than those coaches who want to win at all costs.

Always remember the main reason you got into coaching school athletics in the first place – You care about kids!

## **MANITOBA HIGH SCHOOLS ATHLETIC ASSOCIATION**

145 Pacific Avenue, Winnipeg, MB R3B 2Z6

Phone: (204) 925-5640 Fax: (204) 925-5624

E-mail: [mhsaa@mhsaa.ca](mailto:mhsaa@mhsaa.ca) Website: [www.mhsaa.ca](http://www.mhsaa.ca)

# ATHLETE OF THE WEEK

Throughout the high school sport season the MHSAA presents Athlete of the Week honours to one Urban and One Rural student. We encourage you to nominate any deserving athlete from your school. Nominations are accepted throughout the week with selections made every Tuesday morning. Once an athlete has been nominated, they are kept on file until the completion of their sport season.

Criteria for selecting the Athlete of the Week include athletic achievements (i.e. all-stars, MVP, player of the game, tournament victories, contribution to the team leadership, etc.) school and community involvement and academics. Priority is given to grade 12 student athletes. Recipients receive a t-shirt, certificate, copy of the media release, and MHSAA pin.

To nominate an athlete please visit the MHSAA website at [www.mhsaa.ca](http://www.mhsaa.ca) and use the online nomination form.

## WEEKLY RANKINGS

The MHSAA releases unofficial weekly rankings for the sports of volleyball, basketball, and hockey. These rankings are published by a media province wide. The rankings are based on information collected by the MHSAA throughout the regular season.

To ensure as accurate a ranking as possible coaches are encouraged to send in results from league, exhibition, and tournament play. The more information we receive, the more accurately we can rank teams. Please send in all information to the Assistant Executive Director.

The rankings are based on head to head competition, with a higher priority given to competition against ranked teams, competition against common opponents, and level of competition played.

# **TOURNAMENT REGISTRATION AND RESULTS**

All tournaments for MHSAA sanctioned sports must be registered with the MHSAA. If you are planning to invite teams from out of province and/or the U.S. you are also required to fill out an Interprovincial and/or National Federation Sanction form. Tournament registration is done online at the MHSAA website [www.mhsaa.ca](http://www.mhsaa.ca). You can also download the appropriate Interprovincial or National Federation sanction form from the forms section of the website.

If you host a tournament you are also required to send in the tournament results to the MHSAA by 12 noon the Monday immediately following the event. Failure to do so will result in your school being subject to a fine. A results sheet can be downloaded from the MHSAA website.

**Remember:** School teams can only compete against other registered school teams.

## **THINGS TO REMEMBER IF YOU QUALIFY FOR PROVINCIALS**

### **SUPERVISION**

At all MHSAA Provincial Championships, interzone and wildcard games, participants must have a teacher from the school division in attendance as a supervisor, or they will not be allowed to compete. In individual sports where it may be unrealistic for one teacher to accompany one student, the zone may designate teacher/supervisors for athletes. This must be a written request, signed by each principal involved, and approved by the MHSAA, well in advance. The designated teacher/supervisor should have a copy of the letter, with them during the championship.

Teachers employed in the school division where they are coaching a team, may be the supervisor for that team. The responsibility rests with the school to ensure that supervisor(s) are fully acquainted with

all MHSAA rules, regulations and consequences. Violation of this rule may result in bond forfeiture up to a maximum of \$200.00.

## **SEEDING INFORMATION**

For volleyball, basketball, soccer, fastpitch, and hockey, a complete season record must be sent into the MHSAA prior to the deadline date for each sport (indicated in each sport section of the Provincial handbook). The team record will be used to help determine seedings for the Provincial Championships.

The Seeding information should include a record of all league, exhibition and tournament games played, along with scores, date of competition, and opponents for each.

## **ROSTERS**

For all sports, team rosters or entry forms must be submitted on the Provincial Championships website (unless indicated otherwise) prior to the deadline date for each sport (indicated in each sport section of the MHSAA Provincial Handbook). The roster will consist of player's names, jersey #, height, grade and position. You will also be asked to submit the school logo and a team picture. Teams not submitting rosters are subject to a fine.

## **UNIFORM RULE**

Teams must have the same coloured shirts and matching shorts (colour and style of uniform must be consistent). Absolutely no multi-coloured shorts, knee length shorts or cut off jean shorts. For specific uniform rules please ensure you read the rules for your sport in the MHSAA Provincial Handbook

Athletes and coaches will not be allowed to wear headwear during competition, opening ceremonies, awards ceremonies, banquets and/or luncheons. Athletes are also not permitted to change tops, jerseys, uniforms, at the bench or on the playing field.

Advertising on jerseys is permitted but must not exceed 62 sq cm and **CANNOT** conflict with the MHSAA Provincial Sponsors. All sponsorships on uniforms must be approved by the MHSAA and

must follow the parameters set out in the MHSAA advertising on uniforms rule on pages 119-120 of the Provincial Handbook.

Coaches are advised that if the uniform rule is not adhered to, the team may not be allowed to compete and may be fined.

## **ACCOMODATIONS**

A list of suggested hotels for each provincial championship can be found in the MHSAA Provincial Handbook, in each sport section. It is recommended that you book accommodations as soon as possible. It is also recommended that you check with your zone convenor as they may have already made arrangements for your zone winner. All coaches should advise the provincial convenor of which hotel they are staying at.

## **INCLEMENT WEATHER PROCEDURE**

The MHSAA, in cases of severe weather disruptions, may have to make decisions as to the possible rescheduling of Provincial Championships. MHSAA decisions will be based on Environment Canada Weather reports, the Manitoba Highway reports and weather conditions at the host site. The safety of our student athletes, coaches, managers, is paramount to any weather related decision.

Information on possible schedule changes will be posted on the host website between 6:30 and 7:00 am on the day of the Championship. Schools will also be emailed any changes. In case of inclement weather, schools should refrain from travelling to Provincial Championships until they receive notification from the MHSAA Assistant Executive Director with instructions and updated scheduling. Schools making a decision to travel prior to receiving notification from MHSAA Assistant Executive Director do so at their own risk and will be responsible for their travel and hotel costs, should the event be postponed or changed.

Many schools travel to Provincial Championships on the day prior to the championship beginning. In cases where most schools are already at the host site, the convenor, along with MHSAA assistant director will try to modify schedules to accommodate teams that will be arriving later due to weather conditions.

# WILDCARDS

The wildcard application process is very important for teams that do not qualify through their zone or interzone. Wildcard berths are a second opportunity to advance to the provincials. These opportunities must be earned through a team's season record. It is very important to follow the criteria as laid out under each sport section in the Provincial Handbook.

Wildcard application must include all the following, and be submitted to the MHSAA office by the date and time indicated in the handbook or they will not be considered.

- 1) Complete Season record of all games played (exhibition, league, tournament, and play-offs). Scores and dates must be included for each game as well. These should be listed in chronological order. Season record forms are available in the form section of the MHSAA website ([www.mhsaa.ca](http://www.mhsaa.ca)).
- 2) Letter of intent signed by the principal. The letter is simply a statement from the principal endorsing the application and approving your team participation in a wildcard game if required.
- 3) A cheque for the wildcard fee. If you are faxing/emailing your application you must send in a photocopy or scanned copy of the cheque with your application.

If all of the above items are not received or your application is incomplete, it will not be considered. All teams will be contacted by email as to the recipient of the wildcard berth.

All applications are reviewed thoroughly, taking the whole season into consideration. We cannot consider injuries, opinions, reputations and other similar factors. It comes down to the win/loss record on your application using the following criteria. The first criteria, is head to head record between the teams applying. If this does not provide a clear winner, we go to record against teams competing in the provincials and then common opponents. Other factors taking into consideration is the toughness of your competition schedule, finish in zone play-offs, as well as how well you did towards the latter part of the season.

Please note weekly rankings are not considered during this process as those rankings are unofficial, and based on what information we can acquire throughout the regular season. The wildcard decisions are based on the actual season record of each team applying.

# ELIGIBILITY

(PAGE 30-33 OF PROVINCIAL HANDBOOK)

To be eligible for Association competition, schools must meet the following eligibility requirements:

- a) Participating students must be under the age of 19 as of midnight of the current school year, August 31st.
- b) Students are eligible to participate for four years. In determining the four year clause, member schools must count grade 9 as the first year. **The athlete's eligibility begins upon enrolment in grade 9 and is allowed four consecutive years of competition from time of enrolment in grade 9.**
- c) For sports utilizing the Junior Varsity Category, participating athletes must be under the age of 17 as of midnight of the current school year, August 31. Students are eligible to participate in junior varsity for two years. In determining the two-year clause, member schools must count grade 9 as the first year. **The athlete's eligibility begins upon enrolment in grade 9 and is allowed two consecutive years of competition from time of enrolment in grade 9.**
- d) A student can only play for one school. Should there be a question in regards to what school a student is eligible to play for, and then the school the student is registered in on September 30 will be the one.
- e) Students transferring schools before September 30 and becoming bona fide students of another member school will not make that school ineligible for Association competition and will be eligible to play for the "new school". Students transferring after September 30 are not eligible to compete and must apply to the Eligibility Committee for consideration.
- f) Participating students must be certified by their principal, as bona fide students and as meeting all eligibility requirements.

- g) Be a member school in good standing with the Association, and abide by all MHSAA regulations.
- h) Be properly certified school teams under the applicable zone requirements.
- i) MHSAA Member Schools may only compete against other MHSAA Member schools.
- j) In determining the size of a school for classification purposes, a school which is made up of only one gender (all males, all females) will have its student enrollment doubled to determine the class of competition in which it will compete.
- k) All teams must be made up of bona fide students of that school unless provided by exception of this regulation.
- l) A school, for Association purpose, is defined as grade 9 to 12. Grade 9 classes that occur in the same building as grade 10 to 12 are eligible for competition. Grade 9 classes that are held in a separate building are not eligible for competition.
- m) Teams must meet sanction requirements as stated in the regulations.
- n) Schools in exceptional circumstances may apply to the Board of Directors for special eligibility consideration for any student/athlete.
- o) Any school that uses professional athletes, those being remunerated for their participation (i.e. cash tournaments) will be ineligible for Association competition.
- p) Any student who has completed his/her school requirements for graduation would not be eligible for further athletic competition. (A student who completes his/her requirements midyear, but is still enrolled and taking courses, is eligible to compete).
- q) The MHSAA endeavors to provide equal opportunities for students. Girls may try out for and play on a boy's team. They may not play on both the boys and girls team for the same sport in the same season. Once they have declared a team, they cannot

switch to the other gendered team during the season. If a school has both a boys and a girl's team, they are encouraged to play for their respective gender.

- r) Correspondence, home school, and on-line students are ineligible to compete in Association activities.
- s) While grade 8 students are ineligible for Association competition (see point b in exceptions to eligibility), if it is discovered that a grade 8 student has participated, then that would count as a year of eligibility.
- t) Schools rostering two or more teams in a single gender sport – Schools fielding two or more teams in a single gender sport, (i.e.; two varsity girls volleyball teams) are required to submit separate eligibility forms, for each team. Students are only eligible for one team and cannot compete on both teams. (Students cannot move up and down between teams). In MHSAA sports where there is not a designated junior varsity championship, all junior varsity teams registered would be considered a second team and students would not be able to move between teams.

## **Exceptions to Eligibility:**

- a) In team competition, R.B. Russell Vocation School, Argyle School, and Children of the Earth may allow its students to participate for a different school in the area of their residence.
- b) Grade nine students are eligible for competition, provided the Grade nine classes are included under the administration of the high school. Grade 7 and 8 students who are at least 15 years of age, as of August 31 of the current school year, and who are ineligible for junior high competition, will be eligible for competition provided that they are included under the administration of the high school. If a student begins play in grade 8, then their four years of eligibility would begin at that time.
- c) Students attending Rural Regional Schools (and who are living 25 or more kilometers from the regional school) are to be given the right to choose the regional school or their home school as the

school they wish to play for in interscholastic sports. (pending approval from schools involved and MHSAA). They would be committed to that one school for that entire school year.

d) Overage appeals may be considered

## **Eligibility Appeals:**

All appeals must include all of the following;

- a) Letter from the principal endorsing the appeal
- b) Letter from the zone president endorsing the appeal
- c) Letter explaining the student's extenuating circumstances and why an appeal should be granted (medical certificates, relevant documents must be included)
- d) When a student is transferring schools, a letter must be forwarded from the Principal of the former school endorsing the appeal ( or explaining the student's circumstances at the former school)
- e) A copy of the students academic transcript
- f) A copy of the student's attendance transcript for the current school year, or previous year
- g) If an appeal is granted, and if the student transfers schools, the appeal becomes void and a new appeal must be submitted

**All of the above must be included in the appeal. Failure to include the above will result in the application not being considered.**

There will be three appeal meetings per year. **All fall appeals must be sent to the MHSAA office by noon September 19, of the current school year.** School will be notified via MHSAA updates of the dates of the remaining two appeal meeting deadlines. Any appeals that are

received after the deadlines will be subject to a \$25.00 administration fee.

If a school is unsatisfied with the results of an appeal, a final appeal could be submitted. This would be considered by a committee made up of individuals that were not on the original committee. There is a \$150.00 non refundable fee to have a final appeal considered.

For further information on eligibility appeals please contact the MHSAA Executive Director, Morris Glimcher at 925-5641 or [morris@mhsaa.ca](mailto:morris@mhsaa.ca).

## **CO-OPING SCHOOLS**

**(Page 44 of Provincial Handbook)**

The intent of permitting schools to co-op is to allow multiple schools to combine so they can have enough students to form a team. The purpose of co-oping is not to have schools combine to have a better team, nor to allow schools to combine so they can have larger try-outs and then cut a number of students.

Any school co-oping application must first have zone approval before being considered for final approval at the provincial level.

Schools may CO-OP, if they meet the following criteria:

- a) Combined populations of the schools involved (grades 9 – 12) must not exceed 425 students (combined school populations exceeding 300 students will compete in the “AAA” category).
- b) Co-oping is limited to "A" and "AA" schools only.
- c) A letter from administrators of both schools must be forwarded to the MHSAA office.
- d) Co-oping can occur for a single sport and single gender in a school.

- e) Co-oping must take place for a minimum three year period for that sport (co-ops cannot switch schools during the three years, without MHSAA approval)
- f) A maximum of four schools only may combine to form a co-op entry.
- g) The team must go under one school name – a new name cannot be created.
- h) The schools must maintain administration of the co-op (i.e. it could not be run or controlled by a parent or other group).
- i) The co-op must be beneficial for all schools in the area.
- j) The MHSAA Management Committee will review all co-op applications. They will consider the history of the area, the sport, and how the application will affect the other schools in the area. The committee will also consider historical co-ops.
- k) The decision of the Management Committee is final. The committee has the right to monitor co-ops and if it feels a co-op is being abused, has the right to revoke the co-op or place a school on suspension or probation.
- l) Co-op is limited to the sports of Soccer, Volleyball, Hockey, Basketball, Fastpitch, Baseball, Rugby and Football
- m) For the sports of Volleyball, Hockey and Basketball, combined co-op populations will determine the category that the new co-op may compete in at the provincial championship

## **PENALTIES & PROTESTS**

**(PAGES 38-40 OF PROVINCIAL HANDBOOK)**

### **1. Penalties:**

- a) Any athlete, coach, or member school may be declared ineligible, subject to probation or suspended from Association

competition for reported violations of sportsmanship, eligibility, sanction or violation of playoff format or dates. Any athlete, coach, or member school or zone which is alleged to be in violation of eligibility or sanction regulations, must be given an opportunity to appear or appeal before the Board of Directors.

- b) Any decisions as to the appropriate action which may be taken with respect to any reported eligibility, supervision or sanction violation, shall rest with the Board of Directors. If a penalty is invoked, such penalty shall be enforced by the MHSAA staff.
- c) The MHSAA may default school teams or zones, which do not meet deadline dates set down for zone and/or inter-zone play downs.
- d) When teams or individuals have failed to receive proper sanctioning they shall be automatically fined fifty dollars (\$50.00), and if this occurs another time during the school year, then that school will be automatically suspended from any provincial activities in that sport.
- e) Tournament convenors may notify the association to impose a penalty to a school that has not fulfilled invitational tournament commitments as sanctioned by the association. This violation would be considered as a violation of performance bond and may be subject to a one hundred to two hundred dollar (\$100.00 - \$200.00) fine, which would be forwarded to hosting school
- f) Each Zone is required to post a two hundred (\$200.00) performance bond. This performance bond is placed in a trust to ensure the zone's participation, proper conduct, and ensure that all Provincial Championship and eligibility requirements are met. Any zone failing to meet any of the expectations as outlined may be liable for forfeiture of part or whole of the bond. The zones must replace the bond before they will be allowed to participate in any other provincial competition.
- g) Zones/Schools failing to meet deadline dates for information sheets for the directory and roster information for provincial

championships will be fined one hundred dollars (\$100.00), and that zone will not be allowed to compete until the fine is paid.

- h) Athlete(s) or any team member caught consuming or in the possession of alcohol, tobacco or illegal drugs at a Provincial Championship may result in an automatic team disqualification and two hundred dollar (\$200.00) performance bond forfeiture
- i) The use of an ineligible athlete will result in an automatic \$200.00 fine. The situation will be reviewed by the Board of Directors. Penalties may result from automatic team expulsion of team, forfeiture of all previous results or other.
- j) A team withdrawing from a Championship after the entry deadline has passed will result in an automatic two hundred (\$200.00) fine for first offense. The Board of Directors will evaluate any further offenses.
- k) Failure to submit eligibility sheets by the deadline date will result in a one hundred dollar (\$100.00) fine.
- l) Failure to meet deadlines as listed under each sport in the Provincial Championship Handbook will result in a fifty (\$50.00) to two hundred (\$200.00) dollar fine.
- m) Failure to register a tournament and forward results to the MHSAA by noon the following Monday will result in a fifty to two hundred dollar (\$50.00 - \$200.00) fine.
- n) Teams failing to submit school information sheets by the published deadline will be subject to a one hundred (\$100.00) fine.
- o) Teams wearing improper uniforms may not be allowed to compete until they have adhered to the uniform rule and may be fined up to one hundred (\$100.00) to two hundred (\$200.00).
- p) Teams in violation of advertising on uniform regulations may be fined up to (\$200)

- q) Any coach or athlete wearing head gear (when not part of uniform) during competition, opening ceremonies, award ceremonies, banquet and/or luncheon may be fined \$50.00 - \$100.00 **per** athlete or coach.
  - r) Any school not paying its fine within 20 working days would be ineligible to receive any assistance from MHSAA and would not be eligible to participate in any wildcard or other post season activities until the fine with a \$50.00 penalty is paid. If the fine is still not paid after 35 days, the school may be placed as 'not in good standing' with the Association. A \$200.00 fee in addition to the fine would be required for reinstatement.
  - s) Improper conduct/flagrant rule violating (language, etc) will result in a \$50.00 - \$200.00 fine and, possible suspension. Board to review. MHSAA may extend a suspension of an athlete to other MHSAA Provincial Sport Championships when abuse of other players, coaches, or officials occurs.
  - t) Failure to have a teacher supervisor present may result in possible forfeiture of performance bond (\$200.00) as well as competition results. Board to assess future offenses.
  - u) Changing at the bench or playing field - \$50.00 - \$200.00 fine per individual.
2. **Protests:** Any protests regarding procedure or rulings occurring during the course of inter-zone, zone, wildcard or provincial games must be submitted in writing and posted within 48 hours to the convenor of that activity, with a copy to the Assistant Executive Director of the Association (for hockey – to Executive Director). Any decision of follow-up shall rest with the Board of Directors.

## **SPORTSMANSHIP**

High standards of courtesy, fair play, respect, and sportsmanship must feature all association competitions. While this is a general statement

and one which may be difficult to reduce to objective standards in terms of enforcement, it is the heart of the entire Association's programs. Good sportsmanship, respect for rules, respect for others, and fair play are basically the motives through which an interscholastic athletic program is justified and defended.

## **A CODE OF ETHICS FOR COACHES**

The school expects the coaches to:

- Be an integral part of the school system with its educational contribution
- Remember that the athletic arena is a classroom with moral and educational obligations required at all times
- Insist upon high scholarship and enforcement of all rules of eligibility

The athletes expect the coach to:

- Maintain a genuine and up to date knowledge of that which he/she proposes to teach
- Maintain fair, unprejudiced relationships with all squad members
- Pay careful attention to the physical conditions of players
- Inspire a love of the game and a desire to compete fairly

Sportsmanship demands that coaches:

- Take a strong stand against profanity, unfair play, and unsportsmanlike behavior of their teams
- Maintain self-control at all times, accepting decisions of officials without outward appearance of vexation
- Teach athletes to win by use of legitimate means only
- Believe in the honesty and integrity of opponents and officials
- Teach that to win is always desirable, but to win at any cost defeats the purpose of the game

# **RECRUITING POLICY**

**(PAGE 49-50 OF PROVINCIAL HANBOOK)**

**Statement on Recruiting:**

In support of the MHSAA's principles on participation, which is to ensure fair and equitable competitions for all students participating in high school athletic programs, the MHSAA membership encourages open and positive communication between schools and coaches.

The Manitoba High Schools Athletic Association opposes any attempt to recruit student athletes from one member school to another. Recruiting is defined as a representative of the school (teacher, administrator, school division employee, coach, student, parent, alumnus or any other person representing themselves as a school contact) either directly or through another party, encouraging a student to transfer to their school, for the purpose of being involved in co-curricular athletic activities.

### **Acceptable Communication**

1. Schools and coaches can advertise their athletic programs as part of a total school package.
2. Athletics can be a topic at an open house and be part of a school information/registration package.
3. Information on specific programs may be presented to students at information sessions held in the student's transition year.
4. Information about teams and school sport programs may be posted on the school website.
5. Communication may take place with a student and/or parent upon their request or consent, and with the acknowledgement and knowledge of the student's home school's administration. If a student or parent makes contact, the school cannot talk with them, until they advise the administration of the student's current school.

### **Unacceptable Communication**

1. Teachers or school representatives that are part of a sport club, or Sport Manitoba program shall not discuss their school team or otherwise encourage the athletes currently attending their community program, to attend another school.
2. A coach or representative of the school shall not initiate contact with any student that does not attend, or directly feed into their

school, for the purpose of suggesting, encouraging or explaining a transfer to that school.

3. A teacher/coach or representative of the school shall not encourage any other person, including past or present players to contact any student to suggest, encourage or explain a transfer to a different school.
4. A coach or representative of the school shall not permit a student not currently enrolled and accepted at the school, to practice or participate in team activities. Equipment cannot be given to students not enrolled in your school.
5. Coaches or representatives shall not meet with the parents of a student or the student if they are currently enrolled in another school.
6. Coaches or representatives shall not offer incentives to any student, parent or guardian (e.g. fees, tuition, bus passes, equipment or waivers) that may influence their decision to attend another school.
7. Coaches or representatives shall not offer school privileges or considerations not normally granted to other students.

### **Sanctions and Penalties**

1. Upon reporting of a recruiting violation **in writing**, to the MHSAA Executive Director, he or she shall initiate an investigation of the allegations contained in the written notice. The MHSAA Executive Director will present the written complaint to the accused and request a written response. The principal of the alleged offending school will also be contacted. An independent panel will review the complaint.
2. Should the investigation result in confirmation of recruiting, the Board of Directors will review the infraction, and sanctions may range from:
  - probation AND/OR
  - \$500.00 fine to the offending school, AND/OR

- Immediate suspension of that school in that sport for the remainder of the school year, plus the following school year, AND/OR
- Immediate suspension of that school in all MHSAA Activities for an indefinite period

**Note: All sanctions and penalties may be appealed to the MHSAA Board of Directors.**

## **RISK MANAGEMENT!**

The purpose of risk management is to ensure that you have taken all reasonable care to prevent serious injuries.

### **Risk management consists of four basic steps:**

- Identify the risks connected with an activity.
- Assess the significance of all risks.
- Eliminate or minimize the risks.
- Provide yourself with protection from the unavoidable risks (insurance).

### **Components of a risk management plan:**

- Training in risk management.
- Written accident/emergency policy.
- Written policy on equipment/facility/maintenance checks.
- Use of waiver forms.
- Written policy on transportation.
- Accurate student records, medical histories.
- Contact list for each student.
- Always have a quarter available for the pay phone. Know where the phone is located.

### **Common Situations that can Lead to Coaches Becoming Liable:**

- a) Permitting hazing
- b) Not allowing for sufficient breaks, water breaks.
- c) Dirty gymnasium floors
- d) Unsupervised gymnasiums/fields/locker rooms.
- e) Not properly preparing students physically
- f) Over exerting students beyond their abilities.
- g) Not teaching safety requirements of an activity.
- h) Participating in improper areas.
- i) Lack of appropriate safety signs.
- j) By-passing the instruction of fundamentals for a specific activity.
- k) Permitting unsafe equipment to be used.

- l) Not reviewing or updating safety checklists.
  - m) Allowing equipment to be used that does not fit properly.
- (These are only a few examples of ways a coach can become liable)

It is not enough to have these policies, you must also be sure that they are known by all staff, and carried out on a regular basis, with all results recorded. Your risk management plan should be reviewed by all coaches, school administrators, school staff, and caretakers. Avoiding risk is the responsibility of everyone in the school. A well organized and carried out risk management plan can save you and the school from serious litigation.